

**HUMAN RESOURCES OFFICE  
CALIFORNIA NATIONAL GUARD  
P.O. BOX 269101  
SACRAMENTO, CA 95826-9101**

**ARMY TECHNICIAN VACANCY ANNOUNCEMENT #05-032**

**Safety & Occupational Health Manager  
4000900  
GS-0018-12  
\$63,173 - \$82,121 pa**

**ANNOUNCEMENT DATE:  
CLOSING DATE:**

**24 January 2005  
1 March 2005**

**SELECTING OFFICIAL: Director – Army Aviation & Safety**

**APPOINTMENT FEATURES: Excepted Service  
Officer Grade/Warrant Officer Grade**

**POSITION LOCATION: Safety Office – Joint Forces Headquarters  
Sacramento, CA**

**THIS IS AN INDEFINITE POSITION**

**INCUMBENT MAY BE CONVERTED TO PERMANENT STATUS IF/WHEN POSITION  
BECOMES UNENCUMBERED.**

This position is located in the Army National Guard, Joint Forces Headquarters, Aviation and Safety Office. The primary purpose of this position is to manage the state Safety, Occupational Health and Industrial Hygiene programs through a staff of professional and technical personnel. The incumbent ensures effective program implementation within the broad framework of congressional legislation, executive orders, DOD, Army, and National Guard Bureau policy, goals, and objectives.

**1. AREA OF CONSIDERATION: Statewide.** All applications will be accepted; however, first consideration will be given to current permanent technicians of the California Army National Guard.

**2. CONDITIONS OF EMPLOYMENT:** a. Must qualify for appropriate level of security clearance required by the position. b. Must wear appropriate military uniform including required grooming standards. c. Must maintain a compatible military unit, grade, and job assignment as required by current directives. d. Must participate in PD/EFT (Direct Deposit).

**3. MILITARY GRADE AVAILABLE: OFFICER O-3 THROUGH O-5. PRIOR TO EFFECTIVE DATE OF PERSONNEL ACTION, SELECTEE MUST OCCUPY A COMPATIBLE MILITARY POSITION WITHIN A COMPATIBLE UNIT IN OFFICER GRADE O-3 THROUGH O-5 OR HAVE A COMPATIBILITY WAIVER APPROVED BY NATIONAL GUARD BUREAU. GRADE INVERSION IS NOT ALLOWED. IF THIS IS A SUPERVISORY POSITION, THE MILITARY GRADE OF SELECTEE MUST BE EQUAL TO OR HIGHER THAN THE MILITARY GRADE OF THOSE TO BE SUPERVISED.**

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**NOTICE:** All National Guard applicants must state Unit of Military Assignment, Military grade and MOS/AFSC.

**4. QUALIFICATION REQUIREMENTS:**

a. **General:** Experience, education, and/or training which provided the candidate with a good understanding of administrative methods for accomplishing the work of an organization. This experience must reflect the ability to analyze problems, come up with practical solutions, and to communicate effectively with others.

b. **Specialized:** Must have 36 months specialized experience which required the applicant to acquire and apply knowledge of safety and occupational health laws, principles, and standards; experience in developing training aids; presenting subject matter to supervisors/technicians in informal on-the-job environments, or in formal learning environment; work experience in conducting studies and/or inspections of activities to evaluate and determine regulatory compliance, experience must demonstrate knowledge of laws, regulations, and administrative procedures involved in assessing and assuring compliance; experience must have demonstrated and applicant's ability to understand legal provisions, regulations and administrative procedures and to apply them when analyzing specific situations; and has been required to prepare reports using data from various source documents, and prepares reports according to prescribed guidelines.

**CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.**

d. **Substitution of Education for Specialized Experience:** Three full academic years of graduate education, which is in safety and occupational health management or safety engineering, industrial engineering or directly related fields such as Industrial Hygiene, Fire Prevention Engineering or Industrial Psychology. Appropriate education and training other than that outlined above, such as military training programs, will be credited on a month for month basis.

**TO BE CREDITABLE, XEROX COPIES OF COLLEGE TRANSCRIPTS ARE REQUIRED**

**5. KNOWLEDGES, SKILLS, AND ABILITIES:** The following knowledge's, skills, and abilities will be used to determine the best qualified applicants from which selection will be made:

a. Knowledge of safety and occupational health laws, principles, standards, and inspection methods required to identify unsafe acts and working conditions.

b. Ability to transfer information understandably to individuals and/or groups informally and in classroom situations.

c. Knowledge of safety and occupational laws, and inspection and survey techniques sufficient to identify hazardous work practices and to recommend corrective measures.

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d. Skill in analyzing mishap data to determine trends including type of mishaps and equipment involved, and frequency and severity of mishaps to government personnel and property.

e. Ability to prepare reports.

**SELECTEE WILL BE REQUIRED TO BE ASSIGNED IN A COMPATIBLE MILITARY POSITION IN O: 01A.**

**MALE SELECTEES BORN AFTER 31 DECEMBER 1959 WILL BE REQUIRED TO SIGN A PRE-APPOINTMENT CERTIFICATE STATEMENT FOR SELECTIVE SERVICE.**

**INSTRUCTIONS FOR APPLYING: INDIVIDUALS MAY APPLY BY SUBMITTING AN OPTIONAL FORM (OF) 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; A STANDARD FORM (SF) 171, APPLICATION FOR FEDERAL EMPLOYMENT; A RESUME OR ANY OTHER WRITTEN FORMAT. IF YOUR APPLICATION OR RESUME DOES NOT INCLUDE ALL THE ITEMS REQUESTED ON THE OF-612 AND THIS VACANCY ANNOUNCEMENT, ALONG WITH A NARRATIVE DESCRIPTION OF HOW YOU MEET THE GENERAL AND SPECIALIZED EXPERIENCE REQUIREMENTS, YOU MAY LOSE CONSIDERATION FOR THE POSITION. IF YOU DESCRIBE MORE THAN ONE TYPE OF WORK (FOR EXAMPLE, CARPENTRY AND PAINTING, OR PERSONNEL AND BUDGET), WRITE THE APPROXIMATE PERCENTAGE OF TIME YOU SPENT DOING EACH. THE ABOVE FORMS ARE AVAILABLE AT THIS OFFICE AND ANY FEDERAL AGENCY.**

**SUBMIT APPLICATIONS TO: THE HUMAN RESOURCES OFFICE (HRO), P.O. BOX 269101, SACRAMENTO, CA 95826-9101 (OR FOR EXPRESS MAIL: 9800 GOETHE ROAD, SACRAMENTO, CA 95826-9101). *ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE.* VETERANS PREFERENCE DOES NOT APPLY.**

**\*ALL APPLICATIONS MUST BE SIGNED & DATED\***

**THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.**

**FEDERAL LAW PROHIBITS THE USE OF GOVERNMENT ENVELOPES, POSTAGE, OR FACSIMILE (FAX) FOR SUBMISSION OF APPLICATIONS.**

**PERMANENT CHANGE OF STATION (PCS) EXPENSES MAY/MAY NOT BE AUTHORIZED FOR THIS POSITION. AUTHORIZATION FOR PAYMENT OF PCS EXPENSES WILL BE GRANTED ONLY AFTER DETERMINATION IS MADE THAT PAYMENT IS IN THE BEST INTEREST OF THE CALIFORNIA NATIONAL GUARD.**

**THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY**